

Reviewed by: _____



COMMISSIONER BOARD MINUTES
August 11, 2015

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Vince Witherup
Denise Jones, Chief Clerk/County Administrator
Rich Winkler, Solicitor
Tim Dunkle, Public Safety
Gerry McGuinness, Voter Registration
Jayne Romero, Human Services
Jillian Stephens, Human Resources
Deb Lutz, Public
Pastor Bill Hastings, Seneca United Methodist Church

Commissioner Bonnie Summers
Abby Flockerzi, Admin. Assistant
Diona Brick, Fiscal
Bill Kresinski, MIS
Rich Mihalic, Park
Deb Sharpe, Treasurer
Albert "Chip" Abramovic, Public
Sheila Boughner, News Media

The Retirement Board and Salary Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Witherup called the meeting to order at 6:04 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE) Proposal under Human Services; removal of Ratification of Collective Bargaining between SEIU 668/PSSU (Residual Unit) and Venango County Contract under Human Resources as this was ratified during the July Commissioner Board meeting.

Commissioner Summers made a motion to approve the above amendments, seconded by Commissioner Witherup, aye all.

APPROVAL OF MINUTES FROM THE JULY 14, 2015 MEETING:

Commissioner Summers made a motion to approve the minutes from the July 14, 2015 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented for approval by Mr. Dunkle:

Approval of 2015 Emergency Management Performance Grant Agreement – Venango County has been approved for \$61,756.00 to use to support approved personnel salaries and benefits. The grant will cover the timeframe of October 1, 2014 through September 30, 2015.

Commissioner Summers made a motion to approve the above grant agreement, seconded by Commissioner Witherup, aye all.

Approval of Venango County 2015 Hazard Mitigation Plan Update – This plan is updated every five (5) years. The Hazard Mitigation Plan was developed for the purpose of providing a blueprint for reducing property damage and saving lives from the effects of future natural and human-made disasters in Venango County; qualifying the County for pre-disaster and post-disaster grant funding; complying with state and federal legislative requirements related to local hazard mitigation planning; demonstrating a firm local commitment to hazard mitigation principles; and improving community resiliency following a disaster event.

Commissioner Summers made a motion to approve the above plan, seconded by Commissioner Witherup, aye all.

The following items were presented for approval by Ms. Jones:

Untable Approval of Resolution Number 2015-11 – Authorizing the Receipt of 911 Subscriber and Consumer Fees – This resolution was tabled during the July Board meeting due to the resolution not being advertised prior to the meeting. The resolution has now been advertised.

Commissioner Summers made a motion to place the above resolution back on the table, seconded by Commissioner Witherup, aye all.

Approval of Resolution Number 2015-11 – Authorizing the Receipt of 911 Subscriber and Consumer Fees – This resolution authorizes the receipt of 911 subscriber and consumer fees for local use as provided by 35 Pa.C.S. §5306.1 of Chapter 53 (911 Emergency Communication Services) of Title 35 (Health and Safety) of the Pennsylvania Consolidated Statues. This was required by the measure signed into law in June by Governor Tom Wolfe setting a uniform phone fee of \$1.65 per month to raise funds for the operation of 911 emergency call centers in counties across the state.

Commissioner Summers made a motion to approve the above resolution, seconded by Commissioner Witherup, aye all.

HUMAN SERVICES:

The following items were presented for approval by Ms. Romero:

NEW CONTRACTS 2014-15

Item 1: CASA of Venango County, Inc. (HS)

Synopsis: Request Commissioner Approval to enter into an agreement for the period of July 1, 2014 through June 30, 2015 with CASA of Venango County, Inc. to grant the provider \$10,000 to assist with operating costs to include but not limited to rent/utilities, office supplies, postage, printing, equipment lease costs, and the cost of liability insurance. Local match will come from the existing match allocation.

Item 2: Southwest Behavioral Health (MH)

Synopsis: Request Commissioner approval to enter into a contract with Southwest Behavioral Health for the period January 1, 2015 through June 30, 2015 for the purpose of reimbursing the provider for costs incurred for the trauma informed care conference to a maximum of \$4,000. Funding for this conference was made available to the County through the Administrative Office of Pennsylvania Courts' Office of Children and Families and there is no local match required.

CONTRACT ADDENDUMS 2014-2015

Item 1: Regional Counseling Center, Inc. (MH)

Synopsis: Request Commissioner approval to amend the contract with the Regional Counseling Center for the period July 1, 2014 through June 30, 2015 for the purpose of reimbursing the provider for site based psych rehabilitation services (\$58.80 per hour) and mobile psych rehabilitation services (\$16 per 15 minute unit) for individuals authorized by the county who have no third party means of reimbursement. Local match will come from the existing match allocation.

NEW CONTRACTS 2015-2016

Item 1: Beacon Light Behavioral Health Systems (CYS/JPO)

Synopsis: Request Commissioner Approval to enter into a contract for the period of June 30, 2015 through June 30, 2016 with Beacon Light Behavioral Health Systems to provide foster care and residential placement to Venango County children in the child welfare system at the daily rate ranging from \$83.15 to \$280.61 as authorized by the County. The rate is based on the level of need of the child in placement. The required match will come from the existing match allocation.

Item 2: Markiewicz Consulting (CYS)

Synopsis: Request Commissioner Approval to enter into a contract for the period of August 11, 2015 through June 30, 2016 with Markiewicz Consulting to provide technical assistance to Student Leadership Councils in 6-8 Venango County High Schools for the purpose of developing strategic plans for the Student Action Plans for each individual school district involved in the Venango County Children's Roundtable. The Provider will also facilitate a Multi-School Youth Summit for all involved school districts to network and share ideas. The County agrees to reimburse the Provider up to a maximum of \$3,032.50, based on the fee schedule submitted. Due to the limited scope of work to be provided, provider asks for waiver of \$3,000,000 general liability coverage. \$600,000 of coverage will be in place. Local match will come from the existing match allocation.

Item 3: Regional Counseling Center (MH)

Synopsis: Request Commissioner approval to enter into a contract for the period July 1, 2015 through June 30, 2016 with the Regional Counseling Center for the purpose of providing them with an advance in the sum of \$20,000 to cover start-up costs for the Children's Partial Hospitalization Program. The Provider will reimburse the County the sum of \$20,000 upon receipt of reinvestment dollars paid to them from the Northwest Behavioral Health Partnership. There is no local match requirements.

CONTINUATION CONTRACTS 2015-16

Item 1: BPC Management Group/ Turning Point Chemical Dependency Treatment Center
(SA)

Synopsis: Request Commissioner approval to continue to contract with BPC Management Group/ Turning Point Chemical Dependency Treatment Center for the period of July 1, 2015 through June 30, 2016 to provide Outpatient Therapy for Adults and Pregnant Women (\$20/ 15 minute), Intensive Outpatient Therapy For Adults and Pregnant Women (\$8.30/ 15 minute), Partial Hospitalization for Adults and Pregnant Women (\$113/day), Inpatient Non-Hospital Short-Term for Adults and Pregnant Women (\$159/ day), Inpatient Non-Hospital Long-Term for Adults and Pregnant Women (\$136/day), Inpatient Non-Hospital detoxification for Adults and Pregnant Women (\$226/day), and Recovery Specialist services (\$19.50/ 15 minute) as authorized by the Venango County Substance Abuse Program. The required match for outpatient and intensive outpatient services will come from the existing match allocation.

Item 2: Greenfield Counseling Center (SA)

Synopsis: Request Commissioner approval to continue to contract with Greenfield Counseling Center for the period of July 1, 2015 through June 30, 2016 to provide Methadone treatment (\$50.00/intake, \$15.00/day and \$95.00/week outpatient) to individuals as authorized by the Venango County Substance Abuse Program. There is no match required from the County.

Item 3: Pyramid Healthcare, Inc. (SA)

Synopsis: Request Commissioner approval to continue to contract with Pyramid Healthcare, Inc. for the period of July 1, 2015 through June 30, 2016 to provide inpatient non-hospital detox (\$226 - \$247.25/day), short term non-hospital rehab (\$191 to \$291.69/ day), and long term inpatient non-hospital rehab (\$217.35 to \$268.03/ day) for identified individuals, as authorized by the Venango County Substance Abuse Program. There is no match required from the County.

Item 4: Gaudenzia, Inc. (SA)

Synopsis: Request Commissioner approval to continue to contract with Gaudenzia, Inc. Chambers Hill Adolescent Program for the period of July 1, 2015 through June 30, 2016 to provide short-term and long-term non-hospital inpatient rehabilitation (\$193.00/ day) to adolescent males, as authorized by the Venango County Substance Abuse Program. There is no match required from the County.

Item 5: Gaudenzia Erie, Inc. (SA)

Synopsis: Request Commissioner approval to continue to contract with Gaudenzia Erie, Inc. for the period of July 1, 2015 through June 30, 2016 to provide Halfway House for adult females and women with children (\$135/day), Halfway House for adult males (\$97/day), inpatient non-hospital detox for adults (\$303/day), inpatient short-term non-hospital rehab for adults (\$174/day), inpatient long-term non-hospital rehab for adults (\$127/day) and inpatient non-hospital rehab for adults with Dual Diagnosis (\$276/day), as authorized by the Venango County Substance Abuse Program. There is no match required from the County.

Item 6: White Deer Run, Inc. (SA)

Synopsis: Request Commissioner approval to continue to contract with White Deer Run, Inc. for the following services: 1) Halfway House Female Only at the rate of \$101/Day (Renewal Center); 2) Inpatient Non Hospital Rehab for adults and adolescents with co-occurring disorders at the rate of \$234/Day (White Deer Run); 3) Inpatient Non Hospital Rehab – Short Term for adults and adolescents at the rate of \$203.00/Day (WDR); 4) Inpatient Non Hospital Rehabilitation for adults and adolescents at the rate of \$195.00/Day (WDR); 5) Inpatient Non Hospital Detoxification for adults and adolescents at the rate of \$216.00/Day (WDR); 6) Inpatient Non Hospital Detoxification for adults and adolescents at the rate of \$191.00/Day (Cove Forge); 7) Inpatient Non Hospital Rehabilitation for adults with a co-occurring disorder at the rate of \$253/Day (Cove Forge); 8) Inpatient Non Hospital Rehabilitation - Short Term for adults at the daily rate of \$182.00/Day (Cove Forge); 9) Inpatient Non-Hospital Detox at the rate of \$192/day; and 10) Inpatient Non-hospital Rehab at the rate of \$174/day. The Provider will be reimbursed the daily rate for individuals authorized by the County with no third party means of reimbursement. There is no match required.

EXTENSIONS TO EXISTING 2014-15 CONTRACTS

Item 1: Community Ambulance Service, Inc. (HS)

Synopsis: Request Commissioner approval to amend the contract with Community Ambulance Service, Inc. entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide 1) Medical Assistance Transportation and Urgent Care Transportation to consumers at a reimbursement rate of \$2.50 per “live mile”, and 2) Ambulance Transportation Services, reimbursed at the MA rate, when no other third party reimbursement is available, as authorized by the County. The required match will come from the existing match allocation.

Item 2: Sugar Valley Lodge (HS)

Synopsis: Request Commissioner approval to amend the contract with Sugar Valley Lodge, entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide enhanced personal care for individuals identified by the county at the daily rate of \$14.97 and emergency housing (VTEC) at the rate of \$48 per day as authorized by the county. The required match will come from the existing match allocation.

Item 3: Family Service and Children’s Aid Society (MH, ID, AAA, CYS)

Synopsis: Request Commissioner approval to extend the contract with Family Service and Children’s Aid Society entered into on July 1, 2014 for fiscal year 2015-16 for the following: 1) To provide Home and Community Habilitation for base funded ID customers authorized by the BSU at the rate set by the Department of Public Welfare, Office of Developmental Services of \$6.38/15 min.; 2) To provide the Family Foundation Program for MH customers who do not have a third party means of reimbursement. Reimbursement to the Provider will be at the MA approved rate; 3) to provide Family Based Drug and Alcohol services for families authorized by CYS. The County will reimburse the provider for actual costs incurred to the maximum of \$135,887; 4) to provide Parent Support Services to families authorized by CYS and Specialized Support Services for MH, HSDF, and AAA funded customers as authorized by the County at the rate of \$11.48/15 min; 5) to provide Supervised Visitation to individuals authorized by CYS at the hourly rate of \$34.20; 6) for the operation of the Venango Fatherhood Initiative Program. The County will reimburse the provider for actual costs incurred to the maximum of \$77,000; 7) to provide Outpatient Drug and Alcohol services to individuals authorized by SAP who do not have a third party means of reimbursement at the rate of \$20 per 15 min unit of service; 8) to provide Intensive Outpatient services to individuals authorized by SAP who do not have a third party means of reimbursement at the rate of \$8.30 per 15 minute unit; 9) To provide Jail Group to individuals authorized by SAP at the hourly rate of \$70; 10) to provide Outreach Services at the rate of \$15 per 15 minute unit; 11) to provide Prevention Services at the hourly rate of \$60; 12) to Provide Shelter to individuals identified and authorized by the SAP program at the rate of \$50/day; 13) to provide Recovery Specialist services to individuals authorized by the SAP program who do not have a third party means of reimbursement. The Provider will be reimbursed the rate of \$19.50/15 minutes. The required match will come from the existing match allocation.

Item 4: Grace Learning Center/ Salvation Army (CYS)

Synopsis: Request Commissioner Approval to amend the contract with Grace Learning Center/ Salvation Army entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide an after school program to children in the community ages K-6. This program will help each child develop skills in a variety of areas. The cost for this program will be billed at \$6.10 per hour per TANF eligible child. The maximum for this Contract is \$67,829. The required match will come from the existing match allocation.

Item 5: MHY Family Services (CYS/JPO)

Synopsis: Request Commissioner Approval to amend the contract with MHY Family Services entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide Aftercare services at the rate of \$27.00 per day to the reimbursement maximum of \$78,840, and MST services for children without a third party means of reimbursement at the daily rate of \$65.00 as authorized by the County. The required match will come from the existing match allocation.

Item 6: Community Services of Venango County, Inc. (MH, EI, CYS)

Synopsis: Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016. The provider will continue to provide the following: 1) CFST satisfaction surveys \$163.71 per survey; 2) Elk Street Apartment Management, cost reimbursed to the maximum of \$12,000; 3) Life Skills training, \$5.90 per 15 minute unit of service; 4) Early Intervention Independent Evaluation, \$27.99 per 15 minute unit of service as set by the state; 5) Human Services Enclave support, cost reimbursement with an additional 3% administrative fee; 6) Welcome Every Child, \$220 per delivered basket to the maximum of \$50,600; 7) Community Doula Program, cost reimbursement to the maximum of \$68,370; 8) Parents as Teachers Program, cost reimbursement to the maximum of \$59,000; 9) Ages and Stages Assessments, \$87 per assessment. The required match will come from the existing match allocation.

Item 7: Tracy Jo's Personal Care (AAA)

Synopsis: Request Commissioner approval to amend the contract with Tracy Jo's Personal Care Home entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide adult daycare to consumers of Area Agency on Aging at a rate of \$58.91 for full day care and \$42.00 for half-day care; and Community Habilitation at a rate of \$3.14/ 15 minute for Base Funded ID Consumers, as authorized by the County. It is requested that the \$3,000,000 insurance coverage requirement be waived for this provider given the requirement for the Department of Aging is \$2,000,000 and no more than 8 individuals can be served at any given time. There is no match required from the County.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements (CYS)

Request Commissioner approval to enter into three Resource Family Agreements with families for the Foster/ Kinship Care Program.

Item 2: Approval for the submission of CYFS 2016-17 Needs Based Plan and 2015-16 Implementation Plan. (CYS)

Request Commissioner Signature on certifications and assurances and approval for the submission of the CYFS Needs Based Plan for fiscal year 2016-17 to the PA Department of Public Welfare, Office of Children, Youth and Families. Approval is also requested for the submission of CYFS Implementation Plan for fiscal year 2015-16 to the PA Department of Public Welfare, Office of Children, Youth and Families for the certified amount of \$6,139,953.

Item 3: University of Pittsburgh (CYS)

Request Commissioner approval to enter into an agreement with the University of Pittsburgh for an employee of Venango County CY to participate in the CWEL program.

Item 4: Healthcare Quality Unit Agreement with Butler County (ID)

Request Commissioner approval to enter into an agreement with Butler County Human Services Department for the implementation and oversight of a shared Health Care Quality Unit (HCQU). The County will be reimbursed the amount of \$6,000 for administrative expenses.

Item 5: Housing Authority of Venango County

Request Commissioner approval to enter into an Interagency Agreement with the Housing Authority of Venango County for the period July 1, 2015 through June 30, 2016 for the County to provide general management of the operations for the Authority. There is no match required from the County.

Approval of Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE) Proposal – This is a proposal to draw down the County's share of the Pennsylvania Housing Affordability and Rehabilitation Enhancement funds from the Marcellus Shale Impact Funds. The County's share is \$4,700.00. This money will be used for rehabilitation costs associated with the property located at 704 Main Street, Polk. This property will be used to provide Section 8 housing.

Commissioner Summers made a motion to approve the above items, seconded by Commissioner Witherup, aye all.

Approval of Change Order Number 1 – Human Services Parking Lot – Change Order Number 1 is necessary due to sections of the sub-base being sub-standard and requiring additional work and

material to repair the lot. The cost of this Change Order is \$6,470.84. Commissioner Witherup commended the General Contractor, Whalen Construction, specifically Ms. Bonnie Smeal, on their diligent work on reducing the cost of the added expense.

Commissioner Summers made a motion to approve the above change order, seconded by Commissioner Witherup, aye all.

Approval of Agreement between County of Venango and Pathways Adolescent Center – Pathway would like to sub-contract with the County to supply them with SAP certified and NCTI training.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

The following items were submitted for approval by Ms. Jones:

Ratification of Resolution Number 2015-12 – Authorizing the Filing of a Proposal for Funds with the Department of Community and Economic Development, Commonwealth of Pennsylvania – The Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) has received Emergency Solutions Grant (ESG) program funds and is making these funds available to units of local governments for eligible emergency shelter activities. Through this resolution, the Venango County Housing Department on behalf of the Board of Venango County Commissioners is authorized and directed to execute an ESG Program application in the amount of \$90,490.00 to the PA Department of Community and Economic Development.

Commissioner Summers made a motion to approve the above ratification, seconded by Commissioner Witherup, aye all.

Approval of Proclamation – National Recovery Month – This proclamation encourages relatives and friends of people of mental and /or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services. The proclamation proclaims September as National Recovery Month.

Commissioner Summers made a motion to approve the above proclamation, seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for approval by Ms. Brick:

071715	\$ 643,422.13	Non-Human Service Warrant
HS071715	124,358.56	Human Service Warrant
072415	1,689,329.95	Non-Human Service Warrant
SP072015	1,500.00	Non-Human Service Warrant
HS072415	260,808.85	Human Service Warrant

HS072115	1,929.70	Human Service Warrant
073115	515,304.11	Non-Human Service Warrant
HS073115	182,313.77	Human Service Warrant
HS073015	336.00	Human Service Warrant
080715	251,575.77	Non-Human Service Warrant
HS080715	192,191.59	Human Service Warrant
	Total: \$3,863,070.43	

Commissioner Summers made a motion to approve the above warrants, seconded by Commissioner Witherup, aye all.

The following items were presented for approval by Ms. Brick:

Approval of Fiscal Agent Agreement – The only changes to this agreement are the wording. The Workforce Investment Area is now the Workforce Development Area.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

Approval of Warren Copier Lease – This lease agreement is for the Warren County CareerLink®. They will be moving to their new location no later than September 1, 2015.

Commissioner Summers made a motion to approve the above copier lease, seconded by Commissioner Witherup, aye all.

Approval of Manufacturing IP Facilitation Agreement – This agreement is with Vie Associates to facilitate the Manufacturing Industry Partnership. This agreement begins on July 1, 2015 and concludes on June 30, 2016.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Ms. Stephens:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Ashley Crawford**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 08/07/15; Special Conditions:** Filling existing vacancy; action to be ratified at the September Prison Board meeting; of **Jennifer Gregory**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 08/06/15; Special Conditions:** Filling existing vacancy; action to be ratified at the September Prison Board meeting; of **Evan Huff**, Corrections Monitor, AFSCME Position, On-Call Part-Time, 7 hours/pay, AFSCME Pay

Grade 11, **effective 08/10/15**; **Special Conditions:** Filling existing vacancy; to be ratified at the September Prison Board meeting; of **Roberta Nicols**, Corrections Monitor, AFSCME Position, On-Call Part-Time, 7 hours/pay, AFSCME Pay Grade 11, **effective 08/02/15**; **Special Conditions:** Filling existing vacancy; action to be ratified at the September Prison Board meeting. In Department #531 (Human Service Clerical) of **Melanie Coon**, Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6, **effective 07/16/15**; **Special Conditions:** Filling existing vacancy. In Department #540 (MH/DS) of **Pamela Haux**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 07/27/15**; **Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Thomas McMahon**, Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9, **effective 08/24/15**; **Special Conditions:** Filling existing vacancy.

RE-HIRE – In Department #580 (Transportation) of **Vicki Castile**, Bus/Van Driver, SEIU Position, Probationary Part-Time, 50 hours/pay, SEIU Pay Grade 9, **effective 07/27/15**; **Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #190 (Planning) of **Emily Donaldson**, from Planner I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6, to Planner II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 7, **effective 08/17/15**; **Special Conditions:** Filling existing vacancy. of **Jason Ruggiero**, from Planner II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 7, to Director of Planning, Full-Time Exempt, Exempt Pay Grade 5, **effective 08/17/15**; **Special Conditions:** Filling existing vacancy.

RATE ADJUSTMENT – In Department #530 (PIC Unit) of **Tiffany Morrow**, Casework Supervisor, Exempt Full-Time, from Exempt Pay Grade 3 (\$38,957.00/yr.) to Exempt Pay Grade 3 (\$40,000.00/yr.), **effective 07/12/15**; **Special Conditions:** Departmental restructuring; of **Katherine Speerstra**, Casework Supervisor, Exempt Full-Time, from Exempt Pay Grade 3 (\$38,957.00/yr.) to Exempt Pay Grade 3 (\$40,000.00/yr.), **effective 07/12/15**; **Special Conditions:** Departmental restructuring.

END OF PROBATION – In Department #405 (Airport) of **Jeffrey Chrispen**, Maintenance Worker III, SEIU Position, **effective 07/21/15**. In Department #520 (Children & Youth) of **Amanda Gordon**, Caseworker II, **effective 07/26/15**. In Department #531 (Human Service Clerical) of **Gloria Harry**, Department Clerk II, SEIU Position, **effective 07/24/15**.

SEPARATION OF EMPLOYMENT – In Department #160 (Maintenance) of **Brandon Johnson**, Bridge Crew, **effective 07/18/15**. In Department #305 (Prison) of **Kathleen Seefried**, Corrections Monitor, **effective 07/10/15**; **Special Conditions:** Action ratified at the August Prison Board meeting; of **Shelly Thomas**, Corrections Officer, **effective 07/21/15**; **Special Conditions:** Action ratified at the August Prison Board meeting. In Department #325 (911 Center) of **Dennis Alcorn**, Telecommunicator I, **effective 08/07/15**. In Department #520 (Children & Youth) of **Michele Kearns**, CYFS Program Director, **effective 07/21/15**; of **Shannon Sumoske**, Caseworker II, **effective 08/17/15**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #190 (Planning) of **Judy Barrett**, Director of Planning, **effective 08/14/15**. In Department #305 (Prison) of **Maria**

Mook, Corrections Officer, **effective 07/28/15**; **Special Conditions:** Action ratified at the August Prison Board meeting.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION / RATE ADJUSTMENT – In Department #530 (PIC Unit) of **Christie Johnson**, from Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$43,525.73/yr.) to Senior Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 4 (\$45,266.76/yr.), **effective 07/12/15**; **Special Conditions:** Departmental restructuring; filling newly created position ratified at the August Salary Board meeting; of **Tiffany Morrow**, from Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$40,000/yr.) to Senior Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 4 (\$43,012.00/yr.), **effective 07/20/15**; **Special Conditions:** Departmental restructuring; filling newly created position ratified at the August Salary Board meeting; of **Stephanie Puleo**, from Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$46,157.92/yr.) to Senior Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 4 (\$48,004.24/yr.), **effective 07/12/15**; **Special Conditions:** Departmental restructuring; filling newly created position ratified at the August Salary Board meeting.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #507 (Veterans' Affairs) of **Karen Hall**, Intake Clerk II, SEIU Position, SEIU Pay Grade 6, from Part-Time, 68 hours/pay, to Full-Time, 80 hours/pay, **effective 07/13/15**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting.

Commissioner Summers made a motion to approve the above items, seconded by Commissioner Witherup, aye all.

ROW OFFICES

Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

RE-HIRE – In Department #310 (Court Supervision Services) of **Katie Haun**, Underage Drinking School Instructor, On-Call Part-Time, Per Diem (\$450/class), **effective 07/01/15**; **Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS – In Department #205 (Courts) of **Andrew Karas**, from Law Clerk, Temporary Exempt Full-Time, Legal Exempt Pay Grade 1, to Law Clerk, Regular Full-Time Exempt, Legal Exempt Pay Grade 1, **effective 08/22/15**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #180 (Treasurer) of **Nichole Kellar**, Department Clerk II, SEIU Position, **effective 07/09/15**.

SEPARATION OF EMPLOYMENT – In Department #205 (Courts) of **Emma Larsen**, Law Clerk, **effective 08/21/15**. In Department #260 (District Attorney) of **Benjamin Levine**,

Assistant District Attorney, **effective 08/19/15**. In Department #310 (Court Supervision Services) of Angela Cratty, Think Right Facilitator, **effective 07/31/15**.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TEMPORARY NEW HIRE – In Department #205 (Courts) of Andrew Karas, Law Clerk, Temporary Full-Time Exempt, Legal Exempt Pay Grade 1, **effective 08/05/15**; **Special Conditions**: Filling newly created position ratified at the August Salary Board meeting.

PLANNING COMMISSION:

The following items were presented for approval by Ms. Jones:

Approval of Fee Reimbursement Agreements

- Allegheny Mountain Hardwood
- Cocca Development, LTD

These agreements state that both the landowner and the County acknowledge that the County will incur costs and fees relating to the review of the landowner’s Stormwater Management Plan by its professional consultants, and the landowner agrees to pay and/or reimburse the County for such costs. These agreements call for the landowner to deposit \$2,500.00 in an escrow account as security for the payment of all costs, expenses, charges and fees.

Commissioner Summers made a motion to approve the above agreements, seconded by Commissioner Witherup, aye all.

TWO MILE RUN COUNTY PARK:

The following item was presented for approval by Mr. Mihalic:

Approval of Contract with Miller Construction – This contract is with Miller Construct for metal roofs to be placed on the Lakeside and Mackey pavilions. The cost of this project will be \$7,474.00. Most of the funding will come from the Adopt-A-Pavilion fund and the remainder will come from the Building and Maintenance funds.

Commissioner Summers made a motion to approve the above contract, seconded by Commissioner Witherup, aye all.

Mr. Mihalic presented the Park Activities Report:

The annual Horse Trail Challenge was held on July 25. There were 62 riders and the event raised \$1,600.00 for the Trail Fund.

On Wednesday, Jessica’s Swim will be held. Currently there are 29 swimmers signed up and 20 kayaks signed up to follow the swimmers.

The Park will host the Mountain Bike Race on Saturday, August 15. There will be

approximately 75 to 100 bicyclists participating.

The United Way Color Burst 5K Walk / Run will be held on September 13.

The Rocky Grove Invitational will be held in October.

The annual dam inspection and the ten (10) year dam inspection will be conducted soon. Mr. Mihalic thanked Mike Johnson and the Bridge Crew personnel for their assistance in preparing for the inspection.

August 23 will tentatively be the last day the beach will be open. Mr. Mihalic will be meeting with Jen from the YMCA to see if they can get lifeguards for Saturdays and Sundays through Labor Day.

COUNTY ADMINISTRATION:

The following items were presented for approval by Ms. Jones:

Approval of Re-submission of 2015 Liquid Fuels Applications for Cornplanter and Irwin Townships – For 2015, the County approved \$313,000.00; however we budgeted \$250,000.00. When reviewing the annual report Ms. Jones discovered the County was in a negative situation. To rectify this, Ms. Jones pulled the awards for Cornplanter and Irwin townships. Ms. Jones notified PennDot of this. At this time Ms. Jones is re-submitting the applications for Cornplanter and Irwin townships. Irwin Township will receive \$30,000.00 for the Barkey-Hoffman paving project. Cornplanter Township will receive \$18,366.00 for guiderail installation.

Commissioner Summers made a motion to approve the above resubmission, seconded by Commissioner Witherup, aye all.

Approval of Contract Extension of Agreement between County of Venango and Peterson's Property Maintenance, Inc. – Peterson's Property Maintenance, Inc. is the vendor the County uses custodial services in five (5) of the County buildings. The contract for the Troy A. Wood Human Services Complex is set to expire in October of 2015. Ms. Jones is asking for a one (1) year contract extension so this contract expiration date will coincide with the contract we have for the courthouse, Courthouse Annex and the Jail.

Commissioner Summers made a motion to approve the above contract extension, seconded by Commissioner Witherup, aye all.

The following item was presented for approval by Commissioner Summers:

Recommendation from Election Board to Board of Commissioners to Provide Paid Time Off to Employees Who Work as Poll Workers on Election Day – Commissioner Summers explained that the Fall Election Day was previously a holiday for County employees but was changed to a work day so employees can now have Christmas Eve as a holiday. Some County employees also serve as Poll Workers during Election Day. With the Fall Election Day now being a regular work day, it was recommended to the Board of Commissioners to provide County employees

who serve as Poll Workers with paid time off (PTO) for the General Election Day so they can still serve as Poll Workers.

Commissioner Witherup made a motion to approve the above item, seconded by Commissioner Summers, aye all.

OTHER BUSINESS

There was no other business conducted.

PUBLIC COMMENT

Mr. Mihalic added that on July 31 the first Full Moon Kayak Fun Night event was held at the Park. There were approximately 125 – 150 kayakers that took place in this event. They are now exploring having a kayaker movie night.

ADJOURNMENT

The meeting adjourned at 6:34 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,



Abby R. Flockerzi, Admin. Assist.